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Justification codes: (I)T repair services required, I(T) malfunction-lab services required, (E)quipment malfunction-lab services required, (F)acilities malfunction-lab services required, (L)ate specimen arrival-services required, (R)equired specimen testing in excess of staffing capabilities, (O)ther: make specific comment.

Director's Signature:						Time Log/Program / Area:									
Each employee must sign their full name under their printed name at the end of each week to confirm their hours. Supervisors must initial and justify each occurrence on the timesheet to confirm COM or OT hours for their staff.							Week Ending:								
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